## Conferences.... what documentation do I keep?

- Procurement details (Requisitions, Purchase orders, proof of payment)
- Brochure (purpose of conference, cost of registration, cost of lodging)
- Agenda
- Certificate of completion, sign in/sign out sheets; if applicable
- Lodging bill (if shared room, include a letter of explanation)
- Meal receipts (remember detailed portion AND total cost receipt, tip included)
- Receipts for transportation (rental cars, mileage receipts, gas receipts, shuttle, etc.)
- If your school is hosting remember to keep a copy of the handouts/agenda provided by presenter